

City Attorney

Mission Statement

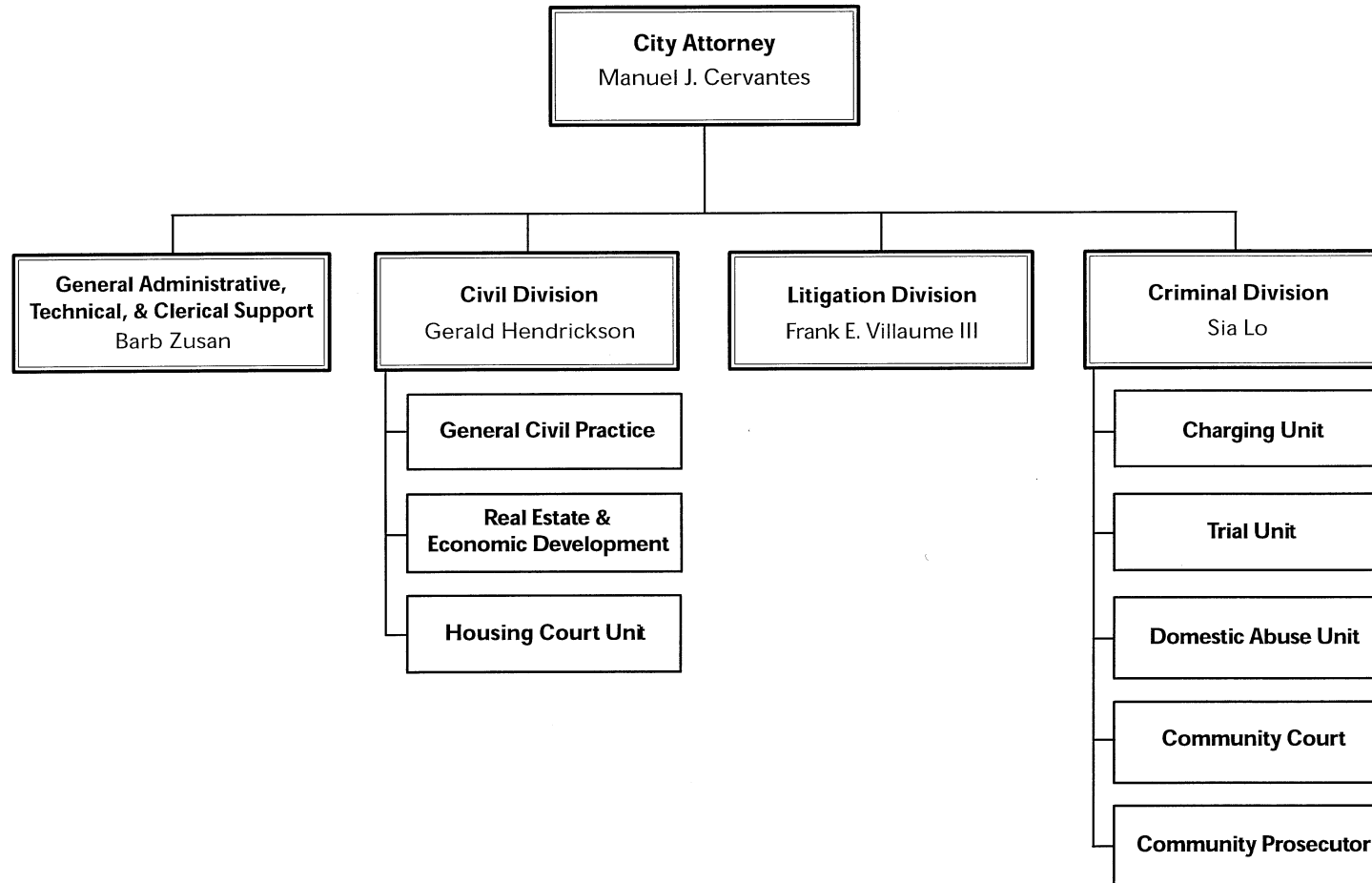
The mission of the Office of the Saint Paul City Attorney is to fulfill its duty to represent the city in its legal affairs with integrity, professionalism, and collegiality.

Integrity means that we are loyal to the interests of the city and the laws under which it functions.

Professionalism means that we are thorough and creative in representing the interests of the city, respectful of the public process in which we function, and courteous to all those with whom we interact.

Collegiality means working together, and with the elected and appointed officials of the city, to continuously seek improvements to the quality of legal services and the efficiency with which they are provided.

City Attorney



Strategic Plan Accomplishments and 2003 Priorities

Major Accomplishments

- The City Attorney's Office has developed and implemented a new classification and compensation plan for attorneys.
- The Civil Division provided outstanding legal services to the Mayor, City Council, and city departments on housing, development, licensing, zoning, labor, and other governmental operations.
- The Criminal Case Management System has been in place since March, 2000. Customization will be complete by the end of 2002. Two sites have been set up for access by Police.
- Criminal Division staff handled 18,851 cases in 2001 and is expecting to handle approximately 19,000 in 2002.
- Criminal Division staff from the Domestic Abuse Unit have worked successfully with Saint Paul Intervention Project to encourage victim cooperation in prosecuting domestic abuse cases.
- Regular meetings have been held with the Courts, the Ramsey County Attorney, and law enforcement personnel to improve cooperation among these agencies when dealing with criminal cases.
- Litigation court costs, payouts, and settlements were substantially reduced in 2001 compared to 2000.

2003 Priorities

- Continue providing outstanding legal services to the Mayor, the City Council, and city departments on housing, development, licensing, zoning, labor, and other governmental operations.
- Continue training prosecutors to improve effectiveness and efficiency through interoffice opportunities with prosecutors from other cities.
- Revise office policies dealing with charging decisions to ensure efficient and uniform screening of cases.
- Ensure that all victims and witnesses are contacted and informed of their rights.
- Work with Traffic Violations Bureau to improve prosecution of traffic violators.
- Work with Ramsey County to strengthen the Community Prosecution program and find creative ways to solve livability crimes.
- Strengthen the Joint Prosecution Unit to help break the cycle of violence in families.
- Work toward diversifying the office to reflect the community we serve.
- Review all litigation resolved during 2002 and prepare close-out memos to departments with suggestions for reducing the likelihood of similar suits.

City Attorney

DEPARTMENT/OFFICE DIRECTOR: MANUEL CERVANTES

	2000 2ND PRIOR EXP & ENC *	2001 LAST YEAR EXP & ENC *	2002 ADOPTED BUDGET	2003 MAYOR'S PROPOSED	2003 COUNCIL ADOPTED	ADOPTED MAYOR'S PROPOSED	CHANGE FROM 2002 ADOPTED
<u>SPENDING APPROPRIATIONS</u>							
001 GENERAL FUND	4,022,979	4,465,423	4,663,502	4,974,893	5,004,436	29,543	340,934
025 CITY ATTORNEY:OUTSIDE SERVICES FU	872,373	753,317	805,273	794,553	794,553		10,720-
TOTAL SPENDING BY UNIT	4,895,352	5,218,740	5,468,775	5,769,446	5,798,989	29,543	330,214
<u>SPENDING BY MAJOR OBJECT</u>							
SALARIES	3,238,678	3,455,067	3,766,763	4,091,693	4,114,389	22,696	347,626
EMPLOYER FRINGE BENEFITS	995,030	1,058,047	1,113,720	1,210,701	1,217,548	6,847	103,828
SERVICES	344,903	512,883	409,245	376,962	376,962		32,283-
MATERIALS AND SUPPLIES	91,157	83,322	79,240	72,290	72,290		6,950-
MISC TRANSFER CONTINGENCY ETC	113,020	77,539	99,807				99,807-
DEBT							
STREET SEWER BRIDGE ETC IMPROVEMENT							
EQUIPMENT LAND AND BUILDINGS	112,564	31,882		17,800	17,800		17,800
TOTAL SPENDING BY OBJECT	4,895,352	5,218,740	5,468,775	5,769,446	5,798,989	29,543	330,214
		6.6 %	4.8 %	5.5 %	.5 %	.5 %	6.0 %
<u>FINANCING BY MAJOR OBJECT</u>							
GENERAL FUND	4,022,979	4,465,423	4,663,502	4,974,893	5,004,436	29,543	340,934
SPECIAL FUNDS							
TAXES							
LICENSES AND PERMITS							
INTERGOVERNMENTAL REVENUE	72,677	69,235	72,603	54,000	54,000		18,603-
FEES, SALES AND SERVICES	503,412	567,328	605,016	696,349	696,349		91,333
ENTERPRISE AND UTILITY REVENUE							
MISCELLANEOUS REVENUE							
TRANSFERS	196,760	60,116	63,457	26,404	26,404		37,053-
FUND BALANCES			64,197	17,800	17,800		46,397-
TOTAL FINANCING BY OBJECT	4,795,828	5,162,102	5,468,775	5,769,446	5,798,989	29,543	330,214
		7.6 %	5.9 %	5.5 %	.5 %	.5 %	6.0 %

Budget Explanation

Major Changes in Spending and Financing

Creating the 2003 Budget Base

The 2002 adopted budget was adjusted to set the base for the year 2003. The City Attorney budget was increased for the anticipated growth in salaries and fringe benefits related to the bargaining process. A one time transfer from the special fund, as well as grant funding, which is ending, were eliminated from the 2003 base budget. Finally, a spending cap was imposed on the office's adjusted general fund budget to limit the growth of government spending and to avoid an increase to the city's property tax.

Department Proposals

The City Attorney's Office 2003 general fund budget was submitted meeting the base amount established. In order to meet this base amount the office reduced spending for personal computers and eliminated grant match spending. The financing submitted by the office also met the established base amount. The office proposes no staff or service reductions.

Mayor's Recommendations

In preparing the 2003 proposed budget, the mayor recommended accepting the office proposals contained in the submitted budget, with these exceptions,

- add \$59,627 for an attorney to work specifically with the Neighborhood Housing and Property Improvement section
- increase the general fund budget by \$125,526 for anticipated attorney performance pay costs
- add \$41,358 for an additional .5 FTE attorney to provide the office with a level of staffing adequate to handle the case workload; and
- recognize Local Law Enforcement Block Grant funding from the Police Department to fund an additional .5 FTE legal assistant to work on victim-witness advocacy.

Council Actions

The City Council adopted the City Attorney budget and recommendations as proposed by the Mayor, and approved the following changes recommended by the Mayor:

- add \$29,543 for a half-time criminal attorney.